

**KENNEBEC WATER DISTRICT
REGULAR BOARD OF TRUSTEES MEETING
THURSDAY – OCTOBER 5, 2017 at 7:30 AM**

The meeting was called to order at 7:30 a.m. by President Hodsdon.

Trustees present: Al Hodsdon, President; Karl Dornish, Vice-President; J. Michael Talbot, Treasurer; Allan Fuller, Clerk; Jeff Earickson, Assistant Treasurer; Joan Sanzenbacher, Trustee; Mark McCluskey, Trustee; Bill Boucher, Trustee; Frank Richards, Trustee

Trustees absent: Kevin Gorman, Trustee

Also present: Jeff LaCasse, General Manager; Jefferson Longfellow, KWD Engineer; Benny LaPlante, KWD Distribution Superintendent; Mike O'Brien, KWD Customer Service/Safety Manager; Matt Zetterman, KWD Director of Water Quality; Sue Markatine, Recording Secretary

ITEM 1: INTRODUCTION OF GUESTS

Mr. Steven L. Greeley, Director, and Mr. Michael A. LaPlante, Program Manager, from the Maine Department of Labor, Bureau of Labor Standards, Workplace Safety, & Health Division were introduced to the KWD Board of Trustees and staff members. At this time, they presided over a ceremony to present KWD with the Safety and Health Award for Public Employees (SHAPE) certifying that KWD meets the requirements of the SafetyWorks! voluntary protection program and participation is hereby approved for the term August 2017 to August 2019. SHAPE recognizes public employers who maintain an exemplary safety and health management system.

Mr. LaPlante started the presentation by providing the background history of the SHAPE certification and award program. He then pointed out that there are strict criterions to meet this program's requirements and to achieve this award. He explained that part of the process for SHAPE certification includes supplying Occupation Safety and Health Administration (OSHA) logs for the past five years. These logs are examined and compared to other water utilities and the reportable average rate needs to be below the state-wide average. In addition, the totality of KWD's safety program at all facilities was inspected, including but not limited to written programs, safety equipment and usage, employee safety training, and written documentation verifying all of these curriculums. Mr. LaPlante also noted that other than KWD only 8 awards have been granted to water districts and only 85 have been granted statewide. Workplace environments which are SHAPE certified are granted exemption for future Maine Department of Labor Bureau, Bureau of Labor Standards scheduled inspections for two years. At the end of the certification date and every two years thereafter, KWD can apply for renewal for the SHAPE program. If there is a continuance of meeting all the requirements, KWD will be re-certified.

Mr. Greeley highlighted the fact that this is a win-win situation. In addition to the benefit of keeping the employees safe and injury free, the KWD workers' compensation experience

modification will be low which reduces the premium cost. Furthermore, KWD is insured through the Maine Municipal Association (MMA), and the MMA offers a premium reduction for companies which are SHAPE certified.

On behalf of the Bureau of Labor Standards, Mr. Greeley congratulated KWD on its achievement. In addition, on behalf of the Board of Trustees, President Hodsdon recognized Mr. O'Brien for spear-heading this challenging and worthwhile project and for being proactive in regards to the KWD safety program. Mr. LaCasse and Mr. O'Brien both acknowledged that all the employees at KWD are to be credited for both their participation in achieving this accomplishment and for their continued sound safety practices.

Relating to the above, Mr. LaCasse commented that KWD could have attained this award earlier, but based on the SHAPE OSHA requirements, due to a major accident in 2012, KWD did not make the eligibility requirements until this year. The Trustees were also provided with a KWD Worker's Compensation Exposure Modification graph from the years 2004 to 2018. The KWD worker's compensation experience modification rating, which is calculated based on a three-year period, is listed at .67 as KWD has had no reportable workplace injuries or illnesses in the most recent period. Mr. LaCasse added that a rating of 1.0 is the baseline for the industry; therefore, .67 is an exceptional rating.

ITEM 2: REVIEW AND APPROVE THE MINUTES OF THE REGULAR BOARD OF TRUSTEES' MEETING OF SEPTEMBER 21, 2017.

Motion by Trustee Talbot "to accept the minutes of the Regular Board of Trustees' Meeting of September 21, 2017," seconded by Trustee Dornish.

Vote: Motion carried unanimously.

ITEM 3: FINANCIALS

A. ACCOUNT WARRANT

October 5, 2017

CHECKS RELEASED		Check	Dollar
Vendor	Description	Date	Amount
BNY Mellon Corporate Trust	2004 Bond Principal & Interest	09/21/17	38,152.08
T Buck Construction Inc.	Western Avenue Pumping Station Capital Upgrade	09/21/17	433,492.07
William Gertloff	Paid Water Bill in Advance & Then Moved-Refund	09/21/17	101.32
Kennebec County Reg. of Deeds	Water Lien Discharge-1 Property	09/21/17	22.00
Somerset County Reg. of Deeds	Water Lien Discharge-1 Property	09/21/17	22.00
Postmaster	Bulk Mail Postage-Billing	09/28/17	559.46
Atwork Franchise Inc.	Flaggers-8.75 Hours	09/28/17	159.60
Budget Document Technology	Ink for Postage Machine	09/28/17	124.45
Central Maine Power	Monthly Electricity-Variou Locations	09/28/17	13,856.57
Central Tire Company Inc.	Two New Tires-Tk 1	09/28/17	478.00
Complete Hydraulics Inc.	Hydraulic Hose Fittings	09/28/17	163.35
Daigle & Houghton	Preventive Maintenance Service-Tk 6	09/28/17	346.56
Eastern Fire	Annual Fire Alarm System Inspection-WTP	09/28/17	550.00

General Alum N. E. Corp.	Alum-WTP	09/28/17	4,857.30
Harcross Chemicals Inc.	Sodium Hypochlorite-WTP	09/28/17	2,469.67
Hilltop Cleaning Service	Monthly Cleaning Service	09/28/17	611.00
Joseph's Sporting Goods	Employee Clothing	09/28/17	131.36
Kennebec Auto Service	Repairs-Tk 8/Rotate Tires-Tk 12	09/28/17	301.71
Gerald MacKenzie Inc.	Pavement Patches-Variou Locations	09/28/17	2,213.42
Maine Municipal Emp. Health Trust	Monthly Health Insurance Premiums	09/28/17	26,982.59
Maine Oxy	Two CO2 Exchanges	09/28/17	70.95
Maine Water Utilities Association	Drinking Water Protection Seminar-2 Emps. Erosion & Sediment Control for Water Ops Sem.-4 Emps.	09/28/17	250.00
Treasurer, State of Maine	Water Tests	09/28/17	323.00
Motor Supply Company	Lights-Tk 13	09/28/17	23.42
Northeast Laboratory	Water Tests	09/28/17	40.00
Roki Repair Shop	Check & Adjust Brakes-Tk 13	09/28/17	51.00
United States Cellular	Monthly Cell Phone Service	09/28/17	96.33
United States Cellular	Monthly Data Service	09/28/17	98.64
Verizon Wireless	Monthly Data Service	09/28/17	131.00
Walmart Community/GEMB	Vinegar/Distilled H2O/Beverages/Soap/Tape/CD Sleeves DVDs/Clock/Cleaning Sups./Paper Goods/Headlamp Batteries	09/28/17	351.81
City of Waterville	Excavation Permit	09/28/17	75.55
Winslow Supply Inc.	Oil Cartridges	09/28/17	43.40
TOTAL WARRANT			\$527,149.61

Motion by Trustee Talbot, "to ratify the total warrant of checks released for \$527,149.61," seconded by Trustee Earickson.

There were no questions regarding the October 5th warrant.

Vote: Motion carried unanimously.

B. Other

None

ITEM 4: MOTION ISSUES

A. Other

At this time, Agenda Item 8, b. 2017 Lakesmart program on China Lake was discussed. Mr. LaCasse explained that Mr. Zetterman recently met with Marie Michaud, coordinator for the LakeSmart program, and Scott Pierz, President of the China Lake Association (CLA). The LakeSmart program is managed by the CLA and strategizes the addition of natural landscaping buffers around the East Basin of China Lake, mostly on private properties, to aid in impeding run-off, a contributor of phosphorus and algae growth, into China Lake. Earlier this year, the Board approved a donation of \$15,000 for approximately one-half of the 2016 program costs and also donated a used vehicle.

The Board had also previously approved a motion for the donation of \$15,000 to aid in funding the 2017 LakeSmart program. KWD had applied for and received a source water protection grant from the Maine Drinking Water Program for this program for \$10,000. Therefore, the net cost to KWD will be \$5,000. To verify that the program operated as planned in 2017, CLA provided an accounting of the LakeSmart projects accomplished and the costs of these projects. There were 19 in total completed on the shores of China Lake.

Motion by Trustee Sanzenbacher, “to reaffirm the motion of reimbursing the China Lake Association \$15,000 to aid in funding the 2017 LakeSmart program with the memorandum of understanding that these funds are to be utilized solely for the LakeSmart program by the CLA,” seconded by Trustee Fuller.

Trustee Hodsdon asked if KWD can apply for a source water protection grant for the LakeSmart program in future years. Mr. LaCasse stated that only one source water protection grant is permitted per year for a water utility and KWD used its application for this program. In future years, KWD can again apply for a grant for Lakesmart projects, but the grant program will be contingent upon the Maine Drinking Water Program (MDWP) grant fund availability which itself is contingent on annual Environmental Protection Agency funding and overall MDWP program needs.

Vote: Motion carried unanimously.

ITEM 5: TRUSTEES

A. Comments, Concerns, Ideas

Trustee Earickson stated that since the September 21st meeting, he visited Hamelin’s Furniture to potentially purchase a product. During this visit, the subject arose of the damage to the Hamelin’s parking lot caused by the Auburn Concrete truck which was conducting work for the Western Avenue Pumping Station project. This issue was discussed by the Board at length at the September 21st meeting. Trustee Earickson commented that he received the impression that Mr. Hamelin’s overall sentiment appeared to be content with the planned resolution to repair the damage. Mr. Hamelin also had questions regarding specifics of the WAPS project and the plans for the abutting house KWD purchased. Trustee Earickson directed him to contact Mr. LaCasse for the answers to these questions. Trustee Earickson also commented that Mr. Hamelin singled out Mr. LaPlante, KWD’s Distribution Superintendent, and praised him for being easy to work with and neighborly.

Mr. LaCasse contacted Attorney Bloom, who was hired by Hamelin’s Furniture in regards to the parking lot damage, to inquire if it would be permissible to show any interested Trustee(s) the damage cause by the concrete truck, and this was agreeable to Attorney Bloom. Previously, Attorney Bloom had called criticizing KWD representatives for trespassing when they were inspecting the pavement after the initial complaint was received. Pictures of the areas in question taken by KWD’s inspector on the day of the incident were circulated amongst the Board members.

A couple of the Trustees reiterated the sentiment expressed at the previous meeting, that this issue should be directed to and settled by T. Buck Construction and Auburn Concrete, and if additional involvement is necessary, Wright-Pierce Engineers. Mr. LaCasse answered that this is the case and T. Buck Construction has taken responsibility, but the contractors are working under a contract for KWD, and because Attorney Bloom directed his correspondence to Mr. LaCasse, he felt

it was important for him to act as an intermediary to, at least, aid in communications between the parties. Trustee Sanzenbacher and Trustee Earickson both pointed out that KWD also desires to maintain a neighborly relationship with the owners of Hamelin's Furniture. Trustee Talbot suggested that Mr. LaCasse contact the KWD property and casualty insurance carrier in the event a claim is filed against KWD. Trustee Hodsdon inquired if information to resolve this has been communicated to Attorney Bloom or to Hamelin's Furniture in writing. Mr. LaCasse answered that he has responded to Attorney Bloom's initial correspondence and feels the matter is in the process of being settled in a congenial matter by all parties.

Trustee Fuller recalled that a couple of years ago, KWD experienced a main break in Fairfield which caused flooding of and damage to a finished basement, and KWD was not liable for this incident. He asked for an explanation of the reason between that occurrence and the present occurrence for liability purposes. Mr. LaCasse explained that due to the Maine Tort Claims Act protection, which is a law, utilities have immunity from claims seeking recovery from damages unless it is found that the municipal entity acted negligently. A break in a water main pipe is usually deemed as a non-negligent incident. In this case, the contractor was instructed to drive and park only on KWD property and the public right-of-way. However, a mistake in communications was made and the concrete truck driver actually drove onto the parking lot of Hamelin's Furniture.

On a different subject and referring to the SHAPE plaque awarded to KWD earlier in the meeting, Trustee Dornish made the following motion.

Motion by Trustee Dornish, "on behalf of the Board of Trustees, to officially recognize the strong leadership and hard work which was put forth to obtain entry into the SHAPE program and to officially recognize the significance of this distinguished award," seconded by Trustee Boucher.

Trustee Richards added that although all employees of the district are credited with participating to attain this award, this is a significant professional accomplishment and special congratulations should be granted to Mr. O'Brien. Trustee Hodsdon suggested and the other Trustees concurred that this should be an addendum to the above motion.

Vote: Motion carried unanimously.

Trustee Hodsdon stated that a press release should be published regarding KWD's accomplishment of being in this program and receiving this award. Mr. LaCasse commented that he did notify Morning Sentinel staff that this ceremony was occurring this morning. They were unavailable, but he plans to follow up with a press release. He may also contact the public relations person at the Maine Bureau of Labor Standards who Mr. Greeley suggested could aid in the publishing of an article.

B. Continued Discussion of Vision Statement

Trustee Earickson requested that the suggested changes and revision to the KWD Vision Statement offered by Trustee Richards be transmitted electronically to the Trustees for review. This subject, updating the vision statement, goals, and action items documents, will be added to a future agenda for review.

C. Succession Planning Update

Mr. LaCasse informed the Board that the job posting for the KWD General Manager's position has been published either in written form, on-line form, or both in the following: Kennebec Journal, Morning Sentinel, Maine Sunday Telegram, Maine Water Utilities Association, Maine Rural Water Association, Maine Municipal Association's website, New England Water Works Association, and Monster.com. The deadline for resume submission is November 3rd. Mr. LaCasse has already received one resume for this position. After the resume submission deadline, the Succession Committee will review the applicants and choose potential interview candidates.

D. Other

None

ITEM 6: ENGINEER'S REPORTS

A. Engineer's Report

October 5, 2017

China Lake Elevation: 171.5

Stream Flow: 11 cfs

On September 20th, the Western Avenue Pumping Station upgrade became substantially complete. Even though substantially complete, work remains. The temporary pumping system is scheduled to be removed on October 2nd and 3rd. The first of the poles on Cool Street has been set. When the other is set, the conduit can be run in order to reconnect the hydro-generator to the grid so that it can become operable again. KWD's final piping needs to be reconnected and the area graded and the pavement restored. Painting in and out of the building needs to be finished and the flooring installed as the final step. The end of the project is near.

On Clinton Avenue, Winslow, all of the services and side streets are connected to the new main. The existing main has been abandoned, and the fire hydrants on that stretch of roadway have been replaced. The only work that remains is to pave the trenches, and the final site cleanup and re-loaming of the grass areas. Now that it is near completion, KWD has to finish its work by completing the record drawings and processing the payment requests.

I have also attended a Bench Marking seminar during the past week. This was an opportunity to get needed credit hours for recertification of licenses and to get insight to look for improvements in KWD's operations.

Jefferson Longfellow, P. E.

In addition to the above, Mr. Longfellow informed the Trustees that during the project on Clinton Avenue in Winslow a boil water order had to be issued for South Garand Street, affecting seven buildings, due to silt leaching into the main. Water sample test results proved that there were no problems and the boil water order was lifted the next day. Mr. Longfellow also stated that the trench paving for the Clinton Avenue area project is scheduled to begin today. The Trustees were also informed that the replacement of this portion of main was listed as a priority in the 2001 KWD

Master Plan. Trustee McCluskey asked the year of the main which was replaced. Mr. Longfellow replied it was a 1905 main. Although main in the 1950's and 1960's can be of poorer quality than main of this age, when mains of this size and vintage break it can be with catastrophic results.

Trustee Hodsdon asked if there are power calculations available for the amount of electricity being utilized by the new pumps at the WAPS. Mr. Longfellow answered that because the pumps have only been up and running for a short period of time, this information is not yet available. He added that with the pumps being down-graded from 350 horsepower pumps to 250 horsepower pumps, with the ability to pump the same amount of water, the amount of electricity should decrease. Trustee Hodsdon inquired if when M-4 is operable and generating again, will the electricity generated be used to offset the WAPS electrical usage cost through net metering. Mr. LaCasse responded that net metering will no longer be available. The upside is that all the power from M-4 will be sold to the grid which could boost revenue as periodically the selling price is higher than the electrical rate KWD pays for the WAPS grid purchases. In addition, there should be a reduction of cost at the WAPS as there will be more efficiency due to the downsizing of the pumps, a significant decrease in the bill modifier from 400 to 120, and a decrease to \$0.053 per kWh in the KWD electricity contract purchase price.

Motion by Trustee Talbot, "to accept the Engineer's Report as presented", seconded by Trustee Sanzenbacher.

Vote: Motion carried unanimously.

ITEM 7: DEPARTMENT REPORTS

A. Operations and Maintenance Update October 5, 2017

The O+M Department continues to locate service valves to update the GIS. We find many of these valve boxes under pavement, very deep, and/or broken. We address and repair these as soon as possible to avoid issues when these valves are needed. We have started our fall hydrant flushing, using a few personnel to start the process and adding more as we branch outward throughout the system. After the hydrant flushing is complete we will start flushing the blow-offs on the dead end mains.

We had planned to remove an old 20" valve on our transmission line that was found to be closed while preparing for the pump station project. Unfortunately as we dug around the valve to perform the work, we found that there was an elbow on one end of the valve. After deciding that it is within the tolerance for using Hymax couplings we continued with the project, but then found an old "tee" that had been plugged on one side, looks like it had gone toward Building 1 on Cool Street. We could not go further to remove this as the new duct bank for the pump station runs directly over this "tee." We decided to remove the inner parts of the valve for now and will have to plan for replacing all of these fittings in the near future.

We will soon have a new style of safety vest with a clear breast pocket to hold the KWD ID Badges that Mike made for all of us. Hopefully this will help with customer concerns for employee identification. Have a great day!

Benjamin LaPlante, Distribution Superintendent

There were no additional questions regarding the Monthly Operations and Maintenance Report.

B. Water Treatment Plant and Watershed Update October 5, 2017

When we measured the lowest China Lake West Basin secchi disk reading of the year during our most recent lake study (2.7 meters), our measurements continue to be above average. Overall, it's been a great year for lake water quality with some of the clearest water we've seen in 40 years. Our tentative plan is to start drawing down China Lake on October 16th in order to optimize phosphorus removal from the lake. With the lake already well below its normal level for the beginning of October and with the lake still mixed, we feel it's best to wait a couple of weeks before drawing the level down.

Fairfield Drafting and Construction has finished installing the anchor points in our pipe gallery, and the roofing project is winding down. Both projects have gone well and will benefit the plant moving forward. We have been adjusting to the new pump controls for the Western Avenue Pumping Station and look forward to having full functionality in the next couple of weeks.

Lastly, we have done more educational outreach this year than we have in recent history. Last month, we presented to the Robotics Club at the Albert S. Hall School in Waterville, and we have upcoming presentations scheduled in both October and November.

Matt Zetterman, P. E., Director of Water Quality

In addition to the above, Mr. Zetterman stated that since the above report was written, the China Lake water quality has deteriorated slightly. The latest secchi disk reading is 2.2 meters, but has still not reached the threshold of 2.00 meters which is typically the point at which an algae bloom is produced. There is some algae in the lake, but it is appearing much later than typical. With this said, Mr. Zetterman commented that it is important to point out that China Lake has had the best water quality during the months of July and August this year when compared to those months in the past few decades.

The WTP roofing project is expected to be completed soon. Mr. Zetterman stated that he is pleased with the workmanship and results. A picture of this project was circulated amongst the Trustees. Trustee Hodsdon asked if the whole roof was being re-surfaced. Mr. Zetterman answered that this project was for the worse leakage areas, the administrative and the pump room sections. The balance of the roof resurfacing is expected to be a capital improvement item for next year. Trustee McCluskey inquired if the bid price accepted by the Board earlier this year was to complete the whole roof or just the portion being completed this year. Mr. Zetterman responded that the bid price was just for the present project.

Trustee Richards stated that he has read the modified lake level order from the Department of Environmental Protection (DEP) Agency allowing for an increased fall drawdown. He had been under the impression that the drawdown was to begin on October 1st and asked for a briefing regarding the China Lake fall drawdown procedure. To give some history, Mr. Zetterman began by explaining that a few years ago, through a grant from the Maine Drinking Water Program, Dr. Lake from Kleinschmidt Associates conducted a detailed analysis of the factors which contribute to the internal phosphorus load in China Lake. Using this data, an optimal lake drawdown scheme to

extract phosphorus from the lake was developed. At a nominal cost and over the course of several years, it is believed an annual optimized flushing scheme will improve the China Lake water quality. In 2014, KWD was granted a modification of lake level order from the DEP. This amendment allows for an earlier and increased fall flushing.

Mr. Zetterman explained that the Kleinschmidt report determined that with the idea that the lake typically turns over (when phosphorus trapped in the bottom sediments rises to mix throughout the lake water) in the middle of October the drawdown period should start on October 1st and end around mid-November. In a normal year, the water level would be at the Outlet Dam spillway mark on October 1st. However, due to the drought the past two years, the water level is already about 1 foot below spillway, and the drawdown level goal is 2 ½ feet below spillway. The basic guideline is to examine water flow patterns, flow rates, and water quality to estimate when the lake will begin to turn over and to time the drawdown to begin approximately two weeks before this occurs in order to optimize the amount of phosphorus and other nutrients removed from the lake. Mr. LaCasse added that in 2014, the first year KWD began the increased fall flushing, KWD did not begin the drawdown until the lake turned over, and did not have available time to meet the allowable maximum drawdown level. The following year, KWD began approximately October 1st. The past two years, due to the droughts, KWD has begun the drawdown at a later date. Trustee Richards asked if the gate is opened to the maximum during the drawdown. Mr. Zetterman answered that it is not necessary to open the gate all the way. It is opened to allow flow of a maximum 200 cubic feet per second. That flow slows as the lake level drops. Trustee Richards also mentioned that from reading the lake level order it appeared to him that the District was bound to a rigid procedure and schedule, and asked if the DEP is acceptable of the flexibility of the drawdown dates. Mr. Zetterman answered that the DEP granted this earlier and increase of fall flushing to allow KWD to capture the turnover time period and elevate the amount of phosphorus deported from the lake. With this goal in mind, the DEP has not objected to and, within limitations, has allowed KWD to manage the flushing regime.

Trustee Sanzenbacher mentioned that she has been approached by a couple persons who have suggested that an alum treatment would clear the water quality in China Lake. As she understands it, this type of action would cost a fortune and would probably not be a permanent solution. Mr. Zetterman affirmed that an alum treatment would cost at least a couple of millions of dollars and typically has a limited lifespan of effectiveness. He added that until the high level of external inputs, such as road and culvert nutrient run-offs, are permanently reduced, the phosphorus and algae blooms are bound to return. Mr. LaCasse stated that an alum process was used at Three-Mile Pond and was only effective in impeding the algae bloom for just a few years. He further explained that an alum treatment is essentially a layer of aluminum salt placed on the bottom of the lake to bind the nutrients in the lake bottom and to stop them from recycling throughout the lake during lake turn over. There also could be other negative ecological impacts from an alum treatment. Trustee Hodsdon offered that if the pH balance changes in the water body, the alum blanket could become soluble and all the bound nutrients would be released. Trustee Richards commented that he has been informed that over a relatively short period of time, the alum's capability of locking down the nutrients, particularly phosphorus, weakens.

C. Customer Service and Safety Update October 5, 2017

Meter

- Service news of note:

A 1” meter was installed at the Maurice’s Autobody project on College Ave, Waterville.

The seasonal community garden project on Dallaire Street, Winslow was metered for the first time.

A customer was found to have a long-standing connection upstream from the meter. The plumbing was configured to meter the water heater; all cold water use was unmetered. Per KWD policy, the customer was given two weeks to correct the issue and was told that the account would be billed for average usage for the previous four quarters per PUC rules.

For employee safety reasons, a customer in Shawmut whose meter stopped reading was required to reconfigure the plumbing in their meter pit in order to relocate the meter just below the cover for easy access in the future.

Holly Sadler, KWD’s Meter System Technician, received a diploma for her participation in Management Candidate School (MCS) which she attended one day each month from November 2016 to September 2017. Holly and 18 other water and water pollution control professionals participated in Maine’s eighth management curriculum designed to prepare mid-level drinking water and wastewater treatment plant personnel for career advancement in utility management. The curriculum included personnel management, supervisory skills, labor relations, budgeting and engineering basics. Monthly classes were held at Bangor Water District. The MCS was coordinated by the Maine Joint Environmental Training Coordinating Committee (JETCC) with support from the Maine Department of Environmental Protection (DEP), Maine Department of Health and Human Services (DHHS), Maine Water Environment Association (MeWEA) and Maine Water Utilities Association (MWUA). Graduation ceremonies were held during the MeWEA annual convention on Thursday, September 21 at Sunday River in Newry, Maine.

Safety

A Maine Municipal Association safety grant application was submitted for Self-Retracting Lifelines to be used by the operators at the plant when working ‘at height’ maintaining valves. Some valves are nearly twenty feet above grade. A second application was submitted for a new Air Monitor for meter personnel to be used where air quality may be a concern.

Office staff attended annual ladder training in-house.

Mike O’Brien, Customer Service Manager

Referring to the above report, Mr. O’Brien highlighted the fact that in addition to Holly Sadler’s successful training and graduation from Management Candidate School, she won an award based on her attendance and performance.

Motion by Trustee Sanzenbacher, “on behalf of the Board of Trustees, to extend congratulations to Holly Sadler on her successful achievement of graduating from Management Candidate School,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Referring to the above ladder training, Trustee Sanzenbacher asked the reason office personnel were required to have this instructional class, and if they actually used ladders in the Business Office. Ms. Markatine stated that from time to time, in order to reach items on the top shelves of the storage components, it is necessary to use a ladder.

Motion by Trustee Talbot, “to accept all Departmental Reports as presented,” seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 8: GENERAL MANAGER’S REPORT

A. M-4 Cost Analysis

Before the above agenda item was discussed, Mr. LaCasse commented on a few other topics.

First, Mr. LaCasse called attention to the copies of two articles the Trustees were provided with at today’s meeting. At the September 21st meeting, there was some discussion regarding micro plastic particles seeping into bodies of waters. The article was entitled “Freshwater’s Macro Microplastic Problem” from the NOVA Next publication and related to this growing concern.

The second article was from the Maine Townsman and was entitled “With Changing Labor Picture, Some Municipal Jobs Hard to Fill”. This discusses the difficulties of filling municipal job openings as senior employees retire.

Mr. LaCasse also informed the Board that as part of the Alewife Restoration Initiative (ARI) to restore fish passage into China Lake, the Masse Dam in Vassalboro has been dismantled. Pictures of this were circulated amongst the Board members. Mr. LaCasse commented that the Outlet Stream is more of a brook now than a stream, and the overall area has been landscaped and looks nice.

The Trustees were also informed that two former Trustees had recently passed away, Phil Haines from Vassalboro and Carl Allen from Winslow. Trustee Talbot mentioned that, in the past and in remembrance of a former Trustee, KWD has bequeathed to the memorial designated by the family and suggested making a donation in memory of Mr. Haines and Mr. Allen.

Motion by Trustee Talbot, “to authorize the General Manager to make memorial donations to the organizations designated by the families on behalf of KWD and the Board in honor of Phil Haines and Carl Allen,” seconded by Trustee Boucher.

Vote: Motion carried unanimously.

Next, the above stated agenda item was discussed. The Trustees were provided with a consolidated history of M-4 revenues and expenses from the year 2006 to the present compiled by Mr. LaCasse. It was noted that this analysis does not include capital expenditures, and this information will be provided at a later date. For these years, the revenues for M-4 averaged to be \$168,819 annually and the expenses averaged to be \$53,778 annually for average net revenues of \$115,041 annually. The overall net annual revenues from 2006 to present figured to be \$1,265,454 (without taking into consideration capital expenditures). Trustee Dornish asked the amount KWD

paid for M-4. Mr. LaCasse replied he believes it was approximately \$300,000. On a side note, pictures of the M-4 coils and wicket gates, which both have been problematic lately, were circulated amongst the Board.

B. 2017 LakeSmart Program on China Lake

This item was previously discussed under agenda item 4. Motion Issues.

C. Transmission Main Service Options

Mr. LaCasse began by reviewing the fact that many years ago there were five customers who were connected directly to the KWD transmission main in Vassalboro. The transmission main extends from China Lake to the Western Avenue Pumping Station and from the pumping station the water is then distributed to the KWD customer service base. Although these customers have either residential back flow prevention (BFP) devices or reduced pressure zone devices (RPZ) (which are a type of BFP device required for certain customers considered to be a high hazard due to the type of business being conducted within the structure) there remains a concern that if there is some type of plumbing failure in these homes or in the underground lines serving the homes, non-potable water could be sucked into the transmission main potentially compromising the quality of the water in the KWD transmission and, eventually, distribution system. Depending on the situation, such an event could have dramatic impacts on KWD operations and its ability to provide water meeting regulatory standards. Extensive remedial efforts would most likely be needed at a potentially high cost. Some time ago, there was some discussion of the concept of KWD participating in the funding of individual wells for these customers in exchange for removing them from the KWD transmission line.

Relating to the above concern, as part of the ARI project the next dam slated to be demolished, potentially in 2018, is the Lombard Dam. When this dam is removed, the KWD service line to the house on this property will be disrupted, and this particular service line is one that is connected directly to the KWD transmission main. Trustee Richards mentioned that Landis Hudson, Executive Director from Maine Rivers which is a participant in the ARI, is aware that there is an issue with disturbing the service line which will be necessary to resolve. It was the consensus of the Board that Mr. LaCasse should discuss the potential of digging a well and the cost involved with the ARI and the home owner involved.

Trustee Earickson mentioned that the cost of drilling a well is not cheap. Mr. LaCasse stated he expected a maximum cost in the range of \$10,000 could be expected for the installation of a well system. The other option would be to install a distribution line for these properties; however, that cost would be much more expensive as the distribution system would have to be extended approximately one mile from its current end point and the current cost for main installations is approximately a million dollars per mile.

Mr. LaCasse will continue to update the Board as to any new developments regarding this subject.

D. Other

Mr. LaCasse informed the Board that Jeff Jolicoeur from Century 21 Surette, who is the proposed realtor to market the KWD properties in both Fairfield and Vassalboro, has compiled a few property price comparisons and potential price points for these properties. At the Trustees request,

Mr. LaCasse will invite Mr. Jolicoeur to attend a KWD Board meeting to discuss this information during an Executive Session. At that time, the Board can also review Mr. Jolicoeur's real estate agent contract and authorize, if so desired, Mr. LaCasse to sign this agreement. Mr. LaCasse also mentioned that he plans to hire Pelotte Construction to conduct tree and brush clearing at the Vassalboro location in order to make the property more presentable for marketing.

Motion by Trustee Talbot, "to accept the General Manager's Report as presented," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

ITEM 9: EXECUTIVE SESSION, (If Necessary)

None

ITEM 10: PUBLIC PARTICIPATION

None

Motion by Trustee Talbot, "to adjourn the meeting," seconded by Trustee Earickson.

Vote: Motion carried unanimously.

Meeting adjourned at 8:55 a.m.

Sue Markatine, Recording Secretary